

## **FACT SHEET**

### **Administrative Records in Local Repositories**

The "administrative record" is the collection of documents which form the basis for the selection of a response action at a removal site. Under section 113(K) OF THE Comprehensive Environmental Response, Compensation, and Liability Act CERCLA), as amended by the Superfund Amendments and Reauthorization Act (SARA). The EPA is required to establish an administrative record for every CERCLA response action and to make a copy of the administrative record file available at or near the site.

The administrative record file will be available for public review during normal business hours. The record file is treated as a non-circulating reference document. Individuals may photocopy any documents contained in the record file, according to the photocopying procedures at the local repository.

The administrative record file will be maintained at the local repository until further notice. Documents may be added to the record file as the site work progresses. The EPA may send supplemental volumes and indexes to the local repository to be placed with the initial record file.

The Agency may hold formal public comment periods at certain stages of the response process. The public is urged to use these formal review periods to submit their written comments. The EPA welcomes written comments at any time on documents contained in the administrative record file. Please send any such comments to:

U.S. Environmental Protection Agency  
Removal Administrative Record Coordinator  
Emergency Management Branch (SECEC)  
1445 Ross Avenue  
Dallas, TX 75202-2733